

<b>Procedure:</b> <i>Review and Assess Progress</i>	
<b>Issue Date:</b> May 5, 2000	<b>Procedure ID:</b> <i>P-PM-170</i>
<b>Supersedes:</b> April 13, 1998	<b>Rev/Change</b> 2.0

- 1. Purpose:** To provide independent oversight into the status of the project by experienced senior managers.
- 2. Applicability:** This procedure is applicable to all government and contractor personnel assigned to ATISD.
- 3. Responsibility:** ATISD Director
- 4. Support:** Program/Project Managers
- 5. Invoked By:** Standard Process
- 6. Inputs:** Status Report S-PM-275
- 7. Outputs:** Status Report (signed) S-PM-275  
Directives Defined in Glossary (Appendix G)
- 8. Procedures Invoked:**  
Monitor and Control P-PM-150  
Client Assessments P-QA-080
- 9. External Procedures Referenced:** N/A
- 10. Procedure Steps:**
  - a) The ATISD Director reviews all status information provided to them by the Project Manager, Quality Assurance, and Configuration Management. (See Note 1)
  - b) If no changes are required, The ATISD Director informs the Program/Project Manager to proceed.
  - c) If changes are required, The ATISD Director provides Directives to the Program/Project Manager.
  - d) If the changes affect the product features, quality, cost or schedule then the Program/Project Manager coordinates the changes through the “Monitor and Control” procedure (P-PM-150).
  - e) The ATISD Director signs the Status Report (S-PM-275) to verify the results of the meeting. S-PM-275 is provided as a general guideline, the Program/ Project Manager may alter it.
  - f) The Program/Project Manager places the Status Report or in the Project Records.
  - g) The Quality Assurance Specialist conducts a Client Assessment (P-QA-080) during the project life cycle as defined in the project’s Quality Assurance Plan.

**11. Notes:**

See procedures P-QA-070 - Quality Assurance Audits, P-QA-090 - Corrective Actions, and P-CM-030 - Baseline Audits for other sources of project status information.